

PARENT INVOLVEMENT

Children who are successful in school have many healthy interconnections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is directly linked back to positive child outcomes at school. Programs can demonstrate that they value parent involvement in a variety of ways - from partnering with parents to establish child development goals to sharing anecdotes of children's learning.

Communication and strong relationships are the keys to successful parent involvement. The purpose of frequent and informal interactions is to strengthen the connections between home and school. Staff should use an interested and unhurried manner when talking with parents. Staff and parents should update one another about children's recent home experiences and preschool activities by:

- conversing during drop-off and pick-up times;
- writing notes;
- telephone conversations; and
- electronic communication.

Ideas for parent involvement activities include:

- sharing their special interests with children, such as fishing, photography, or sewing;
- providing recyclables and helping to make play materials;
- attending parent meetings, workshops, and serving on the local/ISD-wide Great Start Readiness Program (GSRP) Advisory Committees;
- serving on the team to analyze program quality and child outcome data;
- meeting with teachers to set developmental goals and discuss children's progress;
- supporting children's learning at home; and
- reading or contributing to a parent newsletter.

Staff support parent involvement at group or parent meetings by:

- providing child care;
- arranging transportation;
- scheduling events at times convenient for parents;
- orienting parents to the depth and breadth of the role of parents at meetings;
- making reminder phone calls;
- distributing agendas or other materials ahead of time;
- supporting parent-to-parent communication;
- addressing needs of non-custodial parents;
- addressing language, culture, and work barriers; and

- demonstrating that parents' contributions are valued by following up appropriately.

Staff support parent involvement in the classroom when:

- a parent's presence (mother, father, or guardian) is invited and welcomed by staff;
- worthy classroom experiences are offered to parents, for example, assisting in the implementation of the daily routine with children versus assigning parents minor roles such as wiping tables or cutting out shapes;
- volunteer opportunities are announced to parents ahead of time; and
- parents are invited to participate in special events such as field trips or program evaluation efforts.

Program Requirements

Advisory Committees

GSRP grantees are required by legislation to provide for active and continuous participation of parents of enrolled children. A high-quality GSRP supports parents as active decision makers, both developing and implementing training to instill confidence in parents as active members.

| Each Intermediate School District (ISD) must ensure that programs (subrecipients/subcontractors) have a GSRP Advisory Committee with a focus on local considerations, including PQA and child outcome data. The committee must minimally meet twice each program year. The committee must have one parent for every 18 children enrolled in the program, with a minimum of two parents or guardians. The GSRP Advisory Committee must also have representation from the GSRP teaching staff and support of other GSRP administration.

ISD-wide advisory committees are established annually and may be a part of the local Great Start Collaborative. The advisory committee annually reviews and makes recommendations about:

- collaboration with and involvement of community volunteer and/or social service organizations in addressing all aspects of educational disadvantage;
- collaborative recruitment and enrollment process to assure that each child is enrolled in the program most appropriate to his or her needs and to maximize the use of federal, state, and local funds;
- approved curriculum;
- nutritional services utilizing federal, state and local food program support as applicable;
- health and developmental screening process;
- referrals to community social service agencies, as appropriate;

- PQA and Child Outcome data; and
- transition into kindergarten.

Each ISD is also required to have GSRP parent representation on the regional Great Start Collaborative Parent Coalition; working with other committed parents to support early childhood practices in the community. These GSRP parents, in turn, act as liaisons to local GSRP Advisory Committees, sharing ideas and activities in person, virtually (e.g., Skype) or through emailed reports.

Family Contacts

The purpose of home visits and parent/teacher conferences are to involve families in the children's education at school and to help them provide educational experiences for the children at home. Center-Based programs require a minimum of four family contacts per year, preferably two home visits and two parent-teacher conferences. When the 2+2 pattern is impossible for a particular family, other arrangements should be made to complete the four required contacts. If a parent prefers the visit not take place in the home, a mutual location may be chosen such as a park, restaurant, or a parent's workplace. During home visits and parent/teacher conferences, staff:

- seek input from parents about the program and its relationship to the child's development;
- seek input from parents about how they are supporting the child's development at home;
- partner with parents in appropriate child development goals;
- assist parents to implement child development strategies for home which fit into normal family routines. For example, color naming or classification while sorting freshly laundered socks, practicing counting with meaning when children serve themselves (e.g., carrots/crackers/raisins), practicing letter writing and letter identification when children sign their names on a birthday card, etc. (use of worksheets is not appropriate);
- work together with parents to write referrals for suspected or diagnosed disabilities or other developmental needs of the child. After the visit, staffs follow up by working with the Early Childhood Specialist, district and parents to locate and access special education services needed by the child;
- work together with parents to write and follow up on referrals for needed family services. For example, staff can provide documentation for parents to share with providers, staff can make an initial phone call to help arrange an appointment, staff can help families find child care or transportation so they can use community resources; and
- document each home visit and parent/teacher conference.

Home Visit General Guidelines

Home visits are planned to last at least 60 minutes, exclusive of travel time, and include both the child and parent(s). Many programs determine that credentialed Associate Teachers may complete home visits. Where Lead Teachers and Associate Teachers complete individual home visits, each adult often makes home visits with the children that they consistently work with in the classroom, e.g., children in their small group/child planning group/recall group. Where staff safety is a concern, teaching teams often complete home visits in pairs. Itineraries should be distributed to pertinent staff and others who should know of the home visitor's location(s). A cell phone should be carried and valuables should be locked in the trunk before arriving at the destination.

It is strongly recommended that the **initial home visit** occur after the child is enrolled but before the child begins the classroom program. The main purpose of the initial visit is to create a foundation for the beginning of a positive partnership between home and school. It is designed to ease the transition into GSRP for the child and family. Activities might include:

- taking photos of parent and child, family pet(s), home, etc.;
- leaving photos of staff and classroom;
- discussing transportation to and from the program;
- discussing parents' interests and hobbies;
- discussing the importance of parent involvement and the various opportunities;
- sharing program philosophy and curriculum information;
- reviewing results of developmental screening;
- discussing goals the parents have for their child for the year;
- generating a list of possible activities/discussion topics for the next home visit; and
- discussing the required enrollment paperwork.

Upon arrival, appropriate introductions are made, and other family members are included in conversation. The parent is asked for suggestions for an appropriate area within the home to meet. Staff partners with the parent to modify the environment as necessary (e.g., distractions such as a baby crying, television, pets, etc.).

Second and **subsequent visits** are designed around the individual child and parent needs. Staff should prepare by scheduling visits one week to ten days in advance, at convenient times for families, and allow for travel time between appointments. The staff member and parent should agree upon beginning and ending times for the visit and discuss what to expect during the visit. The purpose of the visit should be reviewed. Throughout the visit, staff looks for opportunities to encourage parents

to share their perspective and ideas. The home visit should be personalized to meet the individual needs of each child and family by:

- eliciting feedback from parents regarding the child's interests, concerns, and progress, both at home and in the program;
- sharing information about community resources;
- completing any necessary referral forms together during the visit;
- reinforcing positive parenting;
- exchanging information about the curriculum and its relationship to the child's development;
- updating each other about the child's recent experiences;
- exchanging ideas and materials to support the child's learning and social development at home;
- engaging the parent/guardian and child to model a teaching activity (utilizing home materials whenever possible) and sharing learning goals and outcomes of the activity; and
- allowing time throughout the visit for the parent to ask questions and/or voice concerns.

To conclude, the visit is summarized with the parent, with information provided about future parent activities and staff availability for phone calls and questions. Completed documentation of the visit includes a narrative description of the visit, the date, and the signatures of both the visiting staff member and the parent.

Parent/Teacher Conferences

Parent/teacher conferences should be held in the fall and spring, and when requested by parents. Conferences are scheduled to meet the mutual needs of parents and staff and planned to last a minimum of 45 minutes. This may result in some conferences being held outside of regular work hours.

Staffs use a parent report from the approved child assessment tool and discuss the progress of the child across domains, goals for continuous progress, and any additional support which may be necessary. Developmental information should be exchanged in depth and in a relaxed, positive manner. Anecdotal observations and samples of child-initiated work strengthen parents' understanding of their child's development. Staff share curriculum strategies for supporting children's development and discuss with parents ways that they can support learning at home using household materials and within ordinary household routines. Staff invites observations and answers questions from parents about the program. Conclude with ways the family can participate in the program, reinforce staff availability for phone calls and questions and complete documentation of the conference. Completed documentation of the conference includes a narrative description of the conference, the date, and the signatures of both the staff member and the parent.